All Co-op students are required to submit a work report and evaluation as part of their end of term requirements. The work report creates an opportunity for you to:

- reflect on your experiences
- review your learning objectives and progress
- think about your professional and career goals
- discuss how you contributed to the organization's goals
- potentially provide tips for future students in your role or situation
- in some cases, it can also serve as a portfolio piece

All Co-op students who sub TJ-0 Tc 02 Tw 6.739 0Td[(th)-4.7 (e)-16.2 (l)-11.6 (a)5.5 (s)-16.2 (t m)-9.3 (o)-4.7 (n)-4.7 (th)-4.8 (

    D. Career Planning (Assessment, Career Exploration, Action Planning)
    E. Portfolio (Online or PDF, for 2nd+ Co-op terms or with approval of Co-op Coordinator)
- Give to your supervisor for review (for option A)
⇒

Submit your Student Evaluation on MyExperience, as follows:
- Login to myExperience and select _____ from the left hand menu.
- Choose the _____ tab (in row of tabs at the top of the page).
- Locate the work term in the Sequence list on the right side and _____ for the selected work term.
- On the "Work Term Details" tab click on "_____", then select "_____".
⇒

<p style="text-align:center">for option A</p>

- Provide your supervisor with your Work Report _____ Employer Release form two weeks before the deadline for review and a signature.
- If your work report is confidential, please indicate on this form.
⇒
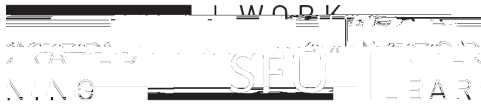
This is a 4-6 page report where you reflect on what you did on your work term, what new skills and experiences you gained and how the position related to your learning objectives and impacted your future goals. The report will solidify your Co-op experience and the relevance of your work term within your career. If you are the first Co-op student hired in your role, it can be helpful to write this work report and share for future Co-op students working in your organization, and in the Co-op Work Report Library.

Briefly outline your organization, job title, and key duties (without going into too much detail here). Include your name, date, and the semester you worked.

- Summarize – provide a brief overview of the organization and your role.
- Focus on your learning – share insights on the skills you learned and the challenges you met.
- Reflect – what would you have done differently? How has this job changed your perspectives?
- Tell stories – use anecdotes and examples to provide context.
- Consider your audience – what would other students like to know about your role or challenges?
- You may also want to take the opportunity to acknowledge anyone who helped you during the term.
- You cannot summarize the whole 4- or 8-months in a few pages, so choose a few key points to highlight.

- Visuals – photos of you at work, workplace, events, projects, products, etc. (with write-
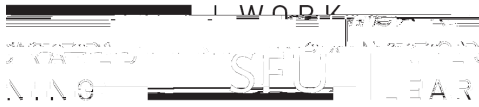
For this work term report, you will use the Questions Form on the following page to reflect on the knowledge and experiences gained during your participation in the Co-op Program in the following processes:

- writing job search documents and developing various strategies to engage in the job search.
- creating applications, interview preparation, networking skills.
- setting goals, navigating career paths, networking, learning on-the-job, building relationships.
- ways in which the Co-op experience was helpful upon returning to school, how skills, knowledge, and competencies developed in the workplace were incorporated in academic studies, and the impact of the Co-op experience on your learning.

- Take a moment and reflect on the questions being asked in the form below and think about what worked for you to successfully secure Co-op employment.
- Reflect on what tips you would share with a new student with little to no work experience on how to make the most of their Co-op experience during their work term.
- List steps you would improve on if you could do it all over again.
- If you mention the company/organization you worked for, ensure that your answers do not breach confidentiality.

- List the organization(s) include the job title and length of co-op term(s). Insert additional rows in the table if needed.
- The answers should be in complete sentences and communicated clearly.
- When using specific terms, explain them or provide links to external sources for definitions.
- Remove the instruction pages, fill out the form on the next page, save it using the following naming convTJ0Tc 0Tw rS AMCInnp-7.9 g2 (m)-8.3 g1n383 0Tw 1098 Da[c)-8 ao-7.9 :


What content/features did you include on your resume to make your application stand out? How did your resume change (content/style) when seeking after your first Co-op term?

Have you done any volunteer work or been involved with any student clubs? Do you think this helped with you be more competitive?

Looking back on your own job search, what strategies did you find successful and would recommend to students? What would you have done differently in your approach to seeking?

How important was your social media presence or knowledge when you were seeking for Co-op?

What tips would you have to help other students prepare for the interview? Looking back on your own co-op interviews, would you have done anything differently?

: What strategies did you use that helped you stay engaged in your work? How did you show initiative?

In what ways did you aim to maximize the learning or other opportunities during your work term? (i.e. setting learning objectives, building portfolio pieces, meeting other staff, etc.)

: Co-op is an opportunity to explore careers and network. What did you do to build relationships at work or look for networking opportunities?

Is there anything you would you have done differently, knowing what you know now?

What advice would you give about any of the above areas to junior students who are just starting the Co-op process?
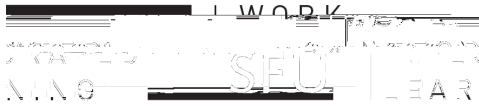
An information interview is a meeting with someone whose job/career interests you. It is an opportunity to learn about their career paths and decisions, which can help you determine possible next steps and gain advice for your own career. This option may help you to acquire professional contacts for your future, clarify your own career goals and the actions needed to reach them; and gain practice in initiating and conducting information interviews.

Conduct information interviews with TWO contacts; these can be a supervisor, co-worker, team member, a contact in another department or another organization. Provide a 4-6 page written report of your two interviews including:
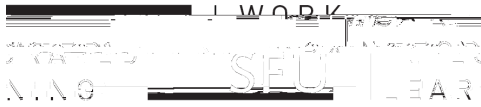
This option is recommended for senior co-op students (second Co-op or later, or with permission of Co-op Coordinator) who have developed multiple samples of work over their co-op, academic and other experiences. A portfolio-based work report is a great opportunity for you to compile your accomplishments, showcase your work, and demonstrate your skills from all co-op, volunteer, work, and academic experiences.

- Briefly outline your organization, job title, and key duties. Include your name, date, and the semester you worked.
- Include a paragraph about your process for creating your portfolio.
- Include a link to the portfolio if online.
-

PDF
- Compile your portfolio and save as a PDF. If it is a large file, we recommend to save it online and create a link.
- Create a table of contents outlining the contents of the PDF.
- Divide into sections such as writing samples, design samples, social media work.
Online
- Online - choose an online tool such as Wordpress, Weebly, Wix, Squarespace to house your portfolio
- Divide work into categories such as writing, graphic design, social media, marketing.
- Consider incorporating your social media channels or blog if you have.

1. Select at least 5 samples of your best work, such as:
   blog posts, articles, copywriting
   posters/brochures, e-newsletters, social media graphics
   marketing plan, social media campaign, analytics or metrics
   Plans, reports, letters, event or group photos

2. Write descriptions for each of the samples to give context to the piece, explain how you contributed to creating it, what tools or software you used, what you learned from going through the process, and any results or success. Ensure there are no spelling or grammar errors.

Discuss with your supervisor to ensure you have permission to use the pieces that you created on the job for this purpose.

Here are two sample portfolios that previous CMNS Co-op grads were willing to share to give you ideas:
https://caylibr.wixsite.com/caylinbarrett/
https://ayogbada.wixsite.com/portfolio

⇒